

## ADDITIONAL ISSUES WITH VENDORS

- **Acronyms:** Acronyms will be used in the short name only, unless the acronym is the firm's legal name. Acronyms need to be spelled out because one acronym may have a number of different meanings.
- **Sole Proprietors:** If the name on the check does not match the name in the database, please let the Vendor Registry Office know so that we can make a correction.
- **DBA's and AKA's:** We are in the process of moving all dba and a/k/a names to Name1. We have found another way to print the 1099's correctly with the owner's name, while enabling agencies to search on the business name.

## HOW TO REQUEST CHANGES TO A VENDOR

All changes made to a vendor's record must be made by the respective vendor in writing to the Vendor Registry Office. Any vendor changes sent directly to an agency should be forwarded to the Vendor Registry Office.

Vendor Registry Office  
14<sup>th</sup> Floor Capitol Tower  
600 East Boulevard Avenue  
Bismarck ND 58505-0310  
Phone: 701-328-2773  
Fax: 701-328-1615  
Email: [spovendor@state.nd.us](mailto:spovendor@state.nd.us)  
Web site: <http://www.state.nd.us/csd/spo/vendor-reg.html>

- **VENDOR NAME OR ADDRESS CHANGES:** Agencies receiving notices from vendors concerning name changes, address changes, etc. should fax a copy as soon as possible to the Vendor Registry Office, so that the vendor data can be updated. This includes new information on invoices.
- **ACH:** ACH information will only be changed upon written notification from the vendor.
- **1099:** The Vendor Registry Office will accept either a W-9 or an application (which are substitute W-9's) from a vendor for 1099 reporting.
- **Vendor Applications:** All the forms needed by the vendor are on the Vendor Registry website. <http://www.state.nd.us/csd/spo/vendor-reg.html>.

## HOW TO SUBMIT A REQUEST TO THE VENDOR REGISTRY OFFICE

- Use the [spovendor@state.nd.us](mailto:spovendor@state.nd.us) email address.
- **What is needed in the email or on the spreadsheet:**
  - Key everything in caps with no punctuation (if we have to rekey the information it will take longer for the entry.)
  - Supply the vendor's complete name and address
  - Indication whether the vendor is a one-time or regular vendor
    - One-time: the vendor will not be paid again and will go inactive after the first payment.
    - Regular: the vendor will be available for multiple payments
- **1099 Information.**
  - Submit a copy all 1099 information (W-9 or Vendor Application) received by your agency to the Vendor Registry Office.
  - TIN numbers collected from other sources will not be accepted if we should be audited. The Vendor Registry Office will follow up on those vendors who have not supplied their paperwork, but we need help from the agencies to collect this information.
  - Will have more information concerning setting up and how to report 1099's at a later date.
- **Reminder**
  - Lists of more than 5 need to be scheduled, so give the Vendor Registry Office a tentative completion date, so that we can make sure everything is in the system when you are ready to make payments or create purchase orders.
  - ListServ - The Vendor Registry Office has a listserv to notify users of changes to, consolidations of vendors. If you are not receiving these notifications please let us know and we will be happy to add your name to the list.